

Air Force Reserve Command

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Enlisted Career Progression





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Overview



-
- **Up Grade Training (UGT)**
 - **Professional Military Education (PME)**
 - **Evaluations**
 - **Promotions**

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What is UGT?



- **The key to the total training program**
- **Purpose**
 - **To qualify you to do your AF job**
 - **To ensure skill level eligibility for promotion**



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UGT Responsibilities



-
- **Your Unit Training Manager**
 - **Advises/manages unit UGT program**
 - **Your Supervisor**
 - **Plans and schedules UGT**
 - **Trainee (you)**
 - **Achieves and maintains necessary knowledge and qualifications**

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Air Force Skill Levels



-
- **1-Level (Entry)**
 - **3-Level (Apprentice)**
 - **5-Level (Journeyman)**
 - **7-Level (Craftsman)**
 - **9-Level (Superintendent)**
 - **Chief Enlisted Manager (CEM) Code**

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Career Development Courses (CDCs)



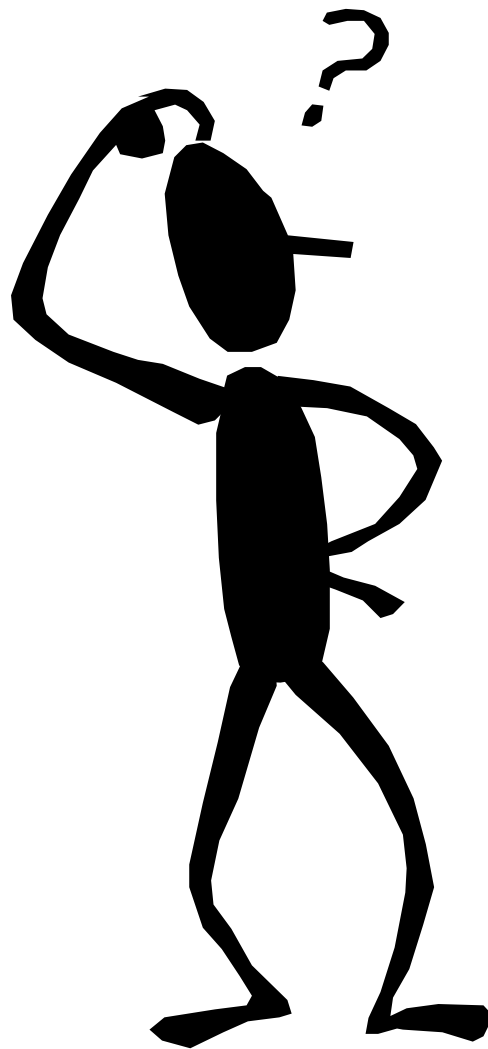
- **Supervisor or Training Manager**
requests CDCs from ARPC/DPRPT
- **Supervisor or Training Manager**
requests course exam from
ARPC/DPRPT
- **Schedule testing with local test**
~~control office~~

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QUESTIONS?



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General Information



- **PME courses available by both correspondence and in-residence**
- **Order your PME courses through ARPC's Military Training Division (ARPC/DPRPT)**
- **PME ribbon only awarded for in-residence**

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Levels of PME



-
- **Airman Leadership School (ALS)**
 - **Noncommissioned Officer Academy (NCOA)**
 - **Senior Noncommissioned Officer Academy (SNCOA)**

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Airman Leadership School



In-Residence

- **SrA with 4 yrs service**
- **Promotion to SSgt**
- **Local quotas**
- **4 weeks**
- **Prog Mgr approval**
- **No Board**

Correspondence

- **SrA**
- **Promotion to SSgt**
- **Enroll through ARPC/DPRPT**

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NCO Academy



In-Residence

- **TSgt or SSgt with 8 yrs service**
- **Promotion to MSgt**
- **20 quotas per year**
- **6 weeks**
- **Prog Mgr approval to apply**
- **Board selection**

Correspondence

- **TSgt or SSgt**
- **Promotion to MSgt**
- **Enroll through ARPC/DPRPT**

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Senior NCO Academy



In-Residence

- **MSgt**
- **Promotion to SMSgt**
- **12 quotas per year**
- **6 weeks, Gunter Annex**
- **Prog Mgr approval to apply**

Correspondence

- **MSgt**
- **Promotion to SMSgt**
- **Available in CD-ROM only**
- **Enroll through ARPC/DPRPT**

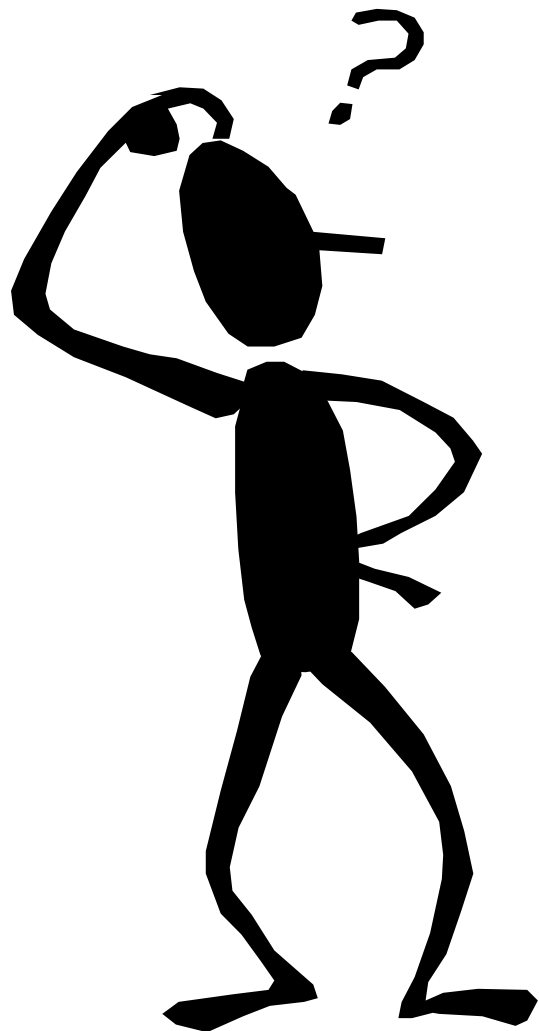
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■ **Board selection**



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Questions



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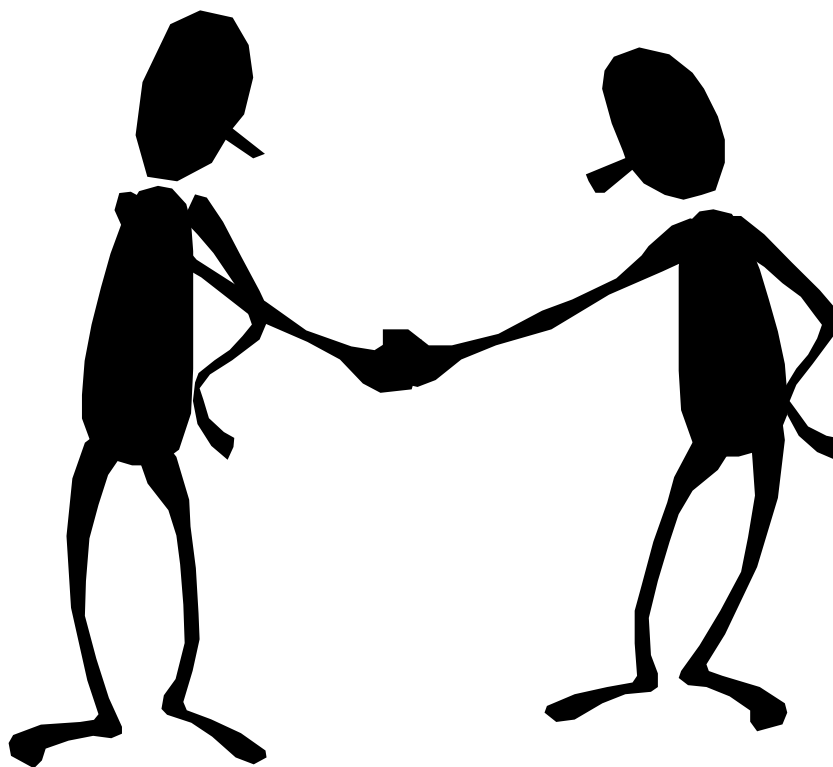


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Components of Enlisted Evaluation System (EES)



- **Performance Feedback**
- **Enlisted Performance Report (EPR)**



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Performance Feedback Worksheet (cont'd)



■ **SrA-TSgt (AF Form 931)**

■ **Initial**

- **Within 60 days of beginning supervision**

■ **Midterm**

- **Half-way between EPRs**

■ **Follow-up**

- **Upon request**



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Performance Feedback Worksheet (cont'd)



■ **MSgt and SMSgt (AF Form 932)**

■ **Initial**

- **Within 60 days of supervision beginning**

■ **Midterm**

- **Midway between initial and close-out next EPR**

■ **Follow-up**

- **Upon request**



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Performance Feedback Worksheet



■ **CMSgt (AF Form 932)**

■ **Initial**

- **Within 60 days of supervision beginning**

■ **Follow-up**

- **Upon request**



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Requirements for EPR



Type of Report Required	Active/IDT Points Req	Action Being Taken
Biennial Report	16 Points	2 Years Since Last
CRO Official	16 Points	Changes of Reporting
Directed by HAF	0 Points	HAF/Commander

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Mandatory Endorser on EPR



Grade	Endorser
SSgt, TSgt above or	MSgt and GS-7 and above
MSgt, SMSgt, CMSgt or	Major and above GS-12 and above

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Your Involvement



- **Know when your report and feedback are due**
 - **Shell not required to prepare EPR**
- **Keep track of duties performed**
- **It is vital to provide inputs to your supervisor**



**Your responsibility--
be involved**

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Questions



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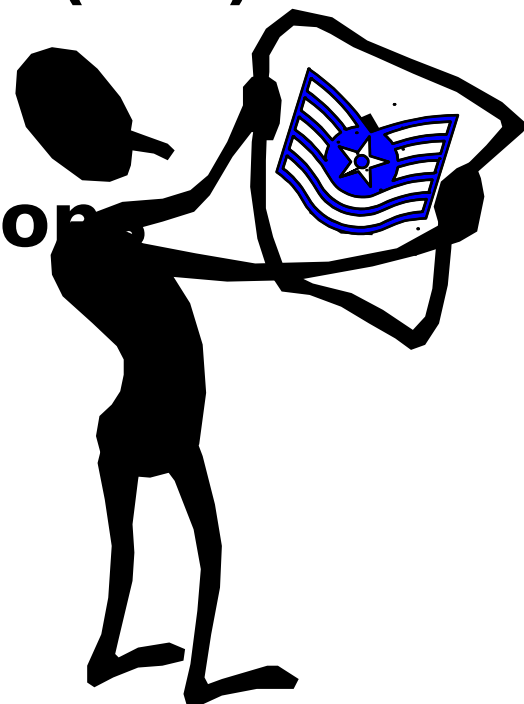
Enlisted Promotions



■ **Promotion Cycle**

- **Unit Vacancy Promotions**
- **Extended Promotion Program**
- **Promotion Enhancement Program (PEP)**

■ **Reasons for deferring promotion**



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Unit Vacancy Promotions IMAs Only



- **Meet minimum requirements**
- **Must occupy higher grade position**
- **Supervisor recommendation**
- **Unit Commander approval of recommendation**
- **Program Manager approval**
- **ARPC updates MILPDS and publishes orders**



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Minimum Requirements



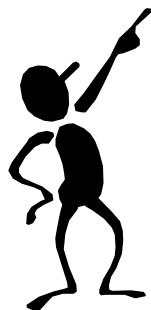
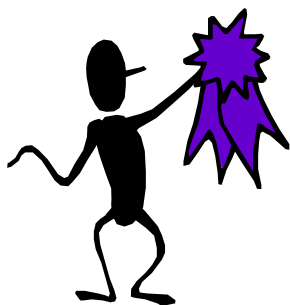
	TIG	Enl Svs	Sat Svs	PME	SKILL
SSGT	12 mos Leadership School (or		4 yrs	Airman equivalent)	5-level
TSGT	18 mos		5 yrs	N/A	7-level
MSGT level	24 mos	8 yrs	8 yrs	NCO Academy	7-
SMSGT	24 mos	10 yrs Academy	11 yrs	Senior NCO	7-level
CMSGT	24 mos	10 yrs	14 yrs	N/A	9-level

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The Promotion Cycle



**60-55 Days ----- 30 days ----- 20 days ----- 10 days -----
0 ----- 5 days after**

**Eligibility
Publishes
Rosters Run
Orders**

**Commander
Certification**

**Program
Manager Approval**

**ARPC Updates
Mil PDS**

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Promotions



- **All promotions are effective on first day of odd months**
 - **Jan, Mar, May, Jul, Sep, Nov**

- **Promotion list is now available on ARPC's website**
 - **After the 10th day of the promotion month**



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Some Reasons for Deferring Promotions



- **Unsatisfactory participation**
- **Has UIF**
- **Has not been assigned to position for 6 months**
- **Supervisor determines more growth is needed**

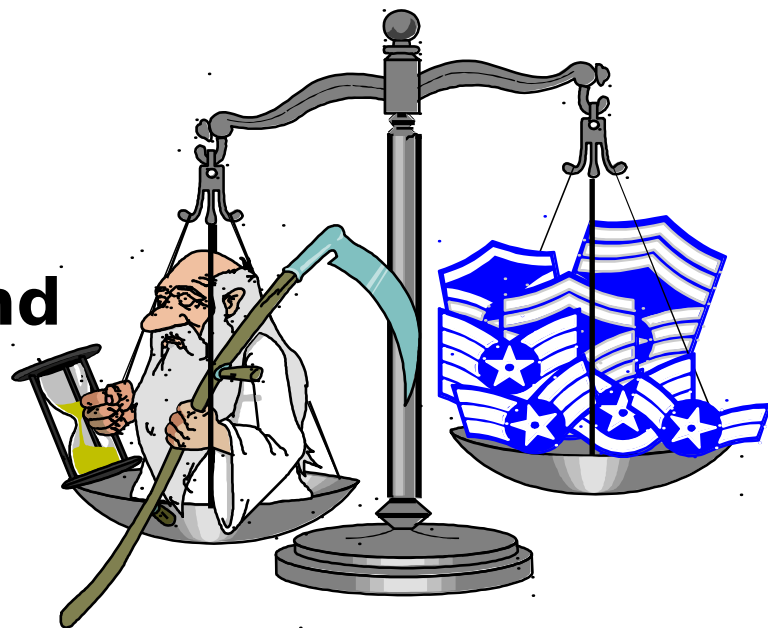


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Extended Promotion Program



- **Promotion to TSgt only (includes Cat E)**
- **Meet minimum requirements, with exception**
 - **16 satisfactory years toward retirement**
- **Supervisor recommendation**
- **Unit Commander approval**
- **Program Manager approval**
- **ARPC will update MILPDS and publish orders**



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Promotion Enhancement Program (PEP)



- **For well-deserving outstanding performers demonstrating great potential for the next higher grade, who are blocked for promotions under Unit Vacancy**

- **Who's eligible**
 - **SSgt-SMSgt**
 - **For promotions TSgt to CMSgt**

 - **IMAs and Cat E**

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Promotion Enhancement Program (PEP)



■ How

- Supervisor completes recommendation package**
- Commander completes 1st Indorsement to PM**
- PM completes 2nd Indorsement to ARPC**

■ When

- Boards are held in March and September**
- Promotion dates are 1 April and 1 October**

I n t e g r i t y - S e r v i c e - E x c e l l e n c e



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PEP Promotion Results



	CY 03 Quota	Mar 03	Sep 03	Mar 04 Quota	
Mar 04					
TSGT	19	8	6	10	6
MSGT	46	12	13	8	7
SMSGT	16	8	8	3	3
CMSGT	2	1	1	1	1

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New Reserve Service Commitment



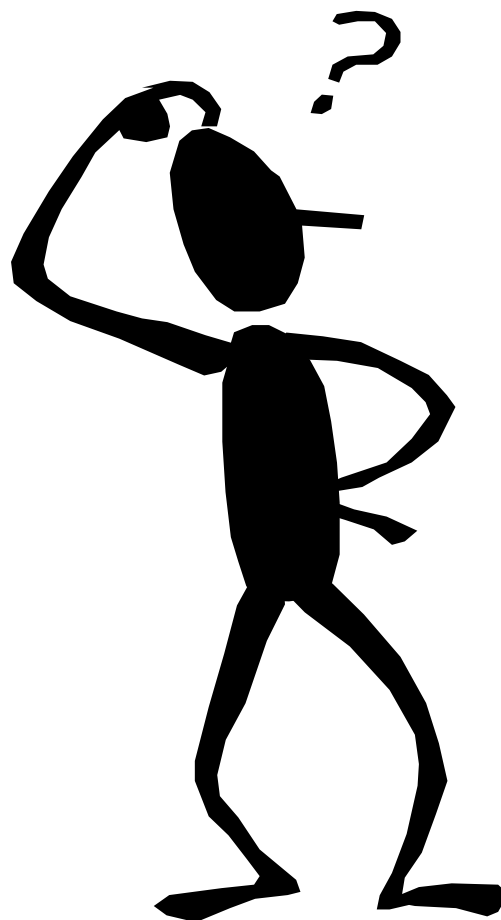
- **Top Three enlisted promotions**
- **Requires a commitment to Selected Reserve**
- **Must sign a 2 year commitment**

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Questions



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